

**RELATIVE CAREGIVER SUPPORT PROGRAM
(TITLE III-E)**

1.0 SERVICE DEFINITION

- 1.1. To encourage and educate caregivers through support groups located throughout the state, to train support group leaders, and to promote caregiver participation through outreach.

2.0 SERVICE GOALS

- 2.1. Provider will supply the following:
 - 2.1.1. Support groups for caregivers who are raising other relatives' children.
 - 2.1.2. Trainings for support group leaders.
 - 2.1.3. Workshops for caregivers and support group leaders.

3.0 SERVICE AREA

- 3.1. Caregiver support services are available to all eligible residents in the state of Delaware.

4.0 ELIGIBILITY

- 4.1. Caregivers raising other relatives' children are eligible to participate in the support groups
- 4.2. Caregivers fifty-five (55) years of age and older are targeted.

5.0 SERVICE STANDARDS

- 5.1. Provider will:
 - 5.1.1. Conduct regularly scheduled meetings lasting at least two hours and thirty minutes (2.5 hours).
 - 5.1.2. Arrange for childcare at evening meetings.
 - 5.1.3. Allow the subject of presentations to be decided with input from participants.
 - 5.1.4. Conduct meetings so as to assure privacy for the participants.
 - 5.1.5. Collect demographic information as required by the Older Americans Act - Title III.
 - 5.1.6. Store in a confidential and secure manner any information pertaining to participants.
 - 5.1.7. Accept full responsibility for any advice, recommendations, or suggestions.
 - 5.1.7.1. Any advice, recommendations or suggestions represents no obligation of the State.

6.0 INVOICING

- 6.1. The provider will invoice DSAAPD pursuant to the DSAAPD Policy Manual for Contract, Policy X-Q, Invoicing.
- 6.2. Copies of dated sign-in sheets for each meeting with locations noted must be attached to the invoice.

7.0 DONATIONS

- 7.1. Participants, family members, and/or caregivers must be informed of the cost of providing services and must be offered the opportunity to make voluntary donations to help defray the cost, thereby making additional service available to others.
- 7.2. Contractor must have procedures in place to:
 - 7.2.1. Inform applicants, family members and/or caregivers of the cost of providing services and offer them the opportunity to make a voluntary donation.
 - 7.2.2. Protect their privacy with respect to the donation.
 - 7.2.3. Safeguard and account for all donations.
 - 7.2.4. Use the donations to expand services.

RELATIVE CAREGIVER SUPPORT PROGRAM
PLANNED SERVICE UNITS AND PROPOSED OBJECTIVES

TITLE III-E

GRANTEE/AGENCY NAME: _____

PROGRAM NAME: _____

Planned Service Units: (All counts are unduplicated)	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	TOTAL
1. Clients to be served.					
2. Support group sessions held.					
3. Workshops provided for caregivers.					
4. Trainings provided for staff.					
5. Outreach presentations.					
6. Survey sheets completed by caregivers.					
7. Documents translated into Spanish.					
8. Special events held.					
9. Guest speakers.					

NOTE: The above projections (goals) are compared with actual statistics on the Service Objectives Status Form, which is Page 2 of the Quarterly Program Performance Report.